

To be completed by all new employees.

The information collected on this form is required to confirm information provided in the online resume and application. We require this information to enrol you on our systems such as IT and payroll.

This information is to be used for the purposes of which it was collected for by HR Shared Services. For further guidance regarding privacy policies please refer to your Department's guidelines.

Privacy The information collected on this form is for the purpose set out above and is required to enrol you on our systems. The collection and processing of this information is in accordance with relevant legislation, regulations made from time to time, any ministerial orders, instructions and policies issued by the Department and any applicable federal award and /or agreement. HR Shared Services may disclose some of your personal information, as applicable, to outside organisations/bodies that require this information to assist with providing employment services such as taxation, superannuation and salary packaging. You are able to request access to the personal information that we hold about you, and request that it be corrected by contacting HR Shared Services at hr.shared.services@edumail.vic.gov.au

A: Completing the Personal Details Form (please refer to the stated sections in the form)**S1. PERSONAL DETAILS**

Personal particulars must be completed in full. Your first given name must be entered as shown on your birth certificate unless you have changed your first name officially. Do not use shortened names.

Optional Information: Your answers to these optional questions helps the Department plan staff recruitment, retention and development strategies and to meet government statistical reporting requirements. Personal identification details (name, address, work location) are not used for reports.

Ancestry describes your ethnic or cultural heritage you identify with most. Examples include; Aboriginal (Koorie)/Torres Strait Islander, Australian, Maori, English, Irish, Italian, Greek, Turkish, Scottish.

Language/Linguistic Background: Record your proficiency to read, speak or write a language or languages other than English. AUSLAN also falls into this category.

Disability: indicate here if you have a disability eg: legally blind, legally deaf, physically disabled.

S2. PREVIOUS EXPERIENCE WITHIN THIS DEPARTMENT

Indicate if you have previously worked in a salaried position within this Department.

S3. VOLUNTARY DEPARTURE PACKAGE

Indicate if you have previously received any form of departure / separation package from a Victorian Public Sector employer within the past 3 years. If such a package has been received, indicate the date received and from which Government Department (Agency) you received it.

S4. EMERGENCY CONTACTS INFORMATION

List the contact details of up to two people who could be contacted if an emergency situation.

S5. DECLARATION

Check the details you have entered on this application to ensure they are accurate and correct, then sign and date the application.

B: Evidence of permanent status – if you are not an Australian or New Zealand citizen

Provide a certified copy of the relevant pages from your passport showing a stamp, which confirms your right to permanent residence in Australia. Your name must appear on the copy. If you are a British subject who migrated to Australia prior to 1974, evidence of residence in Australia prior to 1974 is required. New Zealand citizens are regarded as Australian citizens for employment purposes, but evidence of New Zealand citizenship is required. If you are not a permanent resident, but have a work permit that allows the type and duration of work for which you are applying, such evidence must be provided.

C: Language

Code	Description	Code	Description
KR	(Koorie) Aboriginal	KI	Kiswahili
AG	Afghani/Pashto/Pusht	KO	Korean
AK	African	LO	Laotian
AF	Afrikaans	LT	Latin
AL	Albanian	LA	Latvian
AS	American Sign Language	LI	Lithuanian
AM	Amharic	MC	Macedonian
AR	Arabic	MA	Malay
AN	Armenian	ML	Maltese
AI	Asian (other)	ME	Melanesian
BH	Bahasa (Indonesian)	MD	Middle Eastern (other)
BO	Bengali	NO	Norwegian
BS	Bosnian	OL	Other Languages
BU	Burmese	PH	Polish
CC	Chinese (Cantonese)	PL	Polynesian
CM	Chinese (Mandarin)	PO	Portuguese
CH	Chinese (Other)	RO	Rumanian
CS	Chinese (Shanghai)	RU	Russian
CR	Croatian	SA	Samoan
CZ	Czech	SB	Serbian
DA	Danish	SR	Serbo-Croatian
DU	Dutch	SN	Sinhalese
DF	Dutch-Flemish	SL	Slovak
EN	English	SV	Slovenian
EU	European (other)	SM	Somali
FA	Farsi (Persian)	SO	South Pacific (other)
FS	Finish	SP	Spanish
FL	Flemish	SI	Swahili
FR	French	SW	Swedish
GE	German	TA	Tagalog (Philippines)
GS	German/Swiss/Austrian	TM	Tamil (Ceylon)
GR	Greek	TI	Tamil (India)
HK	Hakka	TE	Telugu
HE	Hebrew	TT	Tetum/Timor
HI	Hindi	TH	Thai
HM	Hmong	TO	Tongan
HO	Hokkien	TU	Turkish
HU	Hungarian	TW	Twi (Ghana)
IA	Indian (Kannada)	UK	Ukrainian
IK	Indian (Konkani)	UR	Urdu (Pakistan)
IS	Indonesian	VI	Vietnamese
IT	Italian	WE	Welsh
JA	Japanese	YD	Yiddish

HR Shared Services

This form must be returned to: VPS HR Shared Services, Ground Floor, 2 Treasury Place, East Melbourne. 3002.

PERSONAL DETAILS

Family Name:		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Given Name(s):	Preferred Name:	Birthdate ____ / ____ / ____
Residential Address	House Number and Street Suburb or Town and State Postcode	
Postal Address (if different to above)	Post Office Box /House Number and Street Suburb or Town and State Postcode	
Contact Details	Home Phone:	Mobile Phone:
If you are not an Australian citizen, please indicate if you:	<input type="checkbox"/> are a permanent resident. <input type="checkbox"/> are a New Zealand citizen. <input type="checkbox"/> have an appropriate work permit. Expiry date of permit ____ / ____ / ____	
Please provide certified evidence of a passport, citizenship, residency or work permit to HR Shared Services.		

Optional Information

As part of the Department's reporting responsibilities, diversity information is required to be collected. Data will be aggregated and individual information will not be distinguishable in reports. This information will not be used for any other purpose.

Country of birth	What is your ancestry?
What is your language/linguistic background? (See examples on instruction sheet)	
Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	Do you have a disability? <input type="checkbox"/> No <input type="checkbox"/> Yes

EMPLOYMENT IN THE VICTORIAN PUBLIC SERVICE

Have you been previously employed by this Department? ☐ No ☐ Yes If Yes, state former record number: 0

VOLUNTARY DEPARTURE PACKAGE

Have you received any form of departure / separation package from a Victorian Public Sector employer within the last three years?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, date received ____ / ____ / ____ Agency responsible
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EMERGENCY CONTACTS

HR Shared Services will use this information in the event of an emergency.

Contact 1

Name	Relationship
Address House Number and Street Suburb or Town and State Postcode	
Home phone	Work phone Mobile Phone

Contact 2

Name	Relationship
Address House Number and Street Suburb or Town and State Postcode	
Home phone	Work phone Mobile Phone

DECLARATION

I declare that the information I have provided is true and correct.

Signature of employee	Date ____ / ____ / ____
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